



APPLICATION FOR TRANSPORTATION BENEFITS

PRIVACY ACT OF 1974

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in 5 USC 5701-5733, particularly sections 5721-5733, 30 USC 905, Executive Order 9397, and 26 USC 132(f). Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine your eligibility for and amount of reimbursement to you for expenses incurred in commuting to and from work. Information may be disclosed to appropriate Federal, State, or local agencies when relevant to civil, criminal or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, you will not be reimbursed for your expenses.

BACKGROUND

On June 9, 1998, President Clinton signed into law the Transportation Equity Act for the 21st Century (TEA-21), allowing all eligible Federal employees qualified transportation fringe benefits instead of compensation. This fringe benefit is offered to employees as a pretax payroll deduction.

1. EMPLOYEE INFORMATION

a. NAME			b. SOCIAL SECURITY NUMBER
LAST	FIRST	MIDDLE INITIAL	
c. FILING DATE	d. EFFECTIVE MONTH	e. REGION	f. AGENCY

2. TYPE OF BENEFIT

**NOTE: RE-CERTIFICATION IS REQUIRED BY NOVEMBER 30TH OF EACH YEAR,
OR WHEN AN EMPLOYEE'S CIRCUMSTANCES CHANGE**

CHECK APPROPRIATE BOX	TYPE	MONTHLY PRETAX AMOUNT REQUESTED
	a. Transportation in Commuter Highway Vehicle (Up to \$65.00 - Monthly) A commuter highway vehicle must have a seating capacity of at least six (6) adults, not including the driver. At least 80 percent of the mileage used must be for purposes of transporting employees in conjunction with travel between their homes and places of employment.	
	b. Transit Pass (Up to \$65.00 - Monthly) A transit pass means any pass, token, fare card, voucher, or similar item entitling a person to transportation, or transportation at a reduced price, if such transportation is on mass transit facilities.	
	c. Qualified Parking (Up to \$175.00 - Monthly) The term "qualified parking" means parking is provided to an employee either on or near the business premises of the employer, or on or near a location from which the employee commutes to work by mass transit, in a commuter highway vehicle or by carpool. Such term shall not include any parking on or near property used by the employee for residential purposes.	
	d. Cancellation	EFFECTIVE MONTH

3. CERTIFICATION

I hereby certify I am eligible for a transit benefit under 26 USC 132(f). I will be using the benefit exclusively for my regular daily direct commute from home to work and return. I will not give, sell, barter, exchange, convey, or otherwise transfer it to any other person. The monthly transit benefit I receive does not exceed my average monthly commuting cost based on a 20-day month commuting by public transportation or eligible vanpool. I understand and agree the false certification may result in disciplinary action by the General Services Administration up to and including dismissal from Federal employment and possible prosecution for Federal income tax evasion.

a. SIGNATURE OF EMPLOYEE	b. DATE
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INSTRUCTIONS

The "Transportation Equity Act of the 21st Century (TEA-21) Benefit Program" is a provision of the Internal Revenue Code (26 USC 132(f)), permitting an employer to pay for an employee's cost of commuting to work, in other than a single occupancy vehicle. Employees do not report this as income for tax purposes. The TEA-21 benefit program is considered a "qualified transportation" fringe benefit and is offered to employees as a pretax payroll deduction. The benefit is designed to improve air quality, reduce traffic congestion and conserve energy by encouraging employees to commute by transit or vanpool.

The purpose of this form is to provide the necessary data to qualify for the new Transportation Equity Act for the 21st Century, 1998, Pub. L. No. 105-178. An employee's decision to receive the transportation fringe benefit will not affect the employee's basic rate of pay, which is the rate of pay fixed by law or by administrative action, **5 C.F.R. § 550.103**.

1. EMPLOYEE INFORMATION. Items a - f **must** be completed.

2. TYPE OF BENEFIT. Check the appropriate box. All benefits are indexed for inflation. However, the indexing mechanism is suspended during the taxable year beginning after December 31, 1998.

a. Transportation in a Commuter Highway Vehicle.

Tax year **1998**, monthly benefit for vanpools up to **\$65**.

Tax year **2002**, monthly benefit for vanpools increases from **\$65** to **\$100**.

b. Transit Pass.

Tax year **1998**, monthly benefit up to **\$65**.

Tax year **2002**, monthly benefit increases from **\$65** to **\$100**.

c. Qualified Parking.

Tax year **1998**, monthly benefit **\$175**.

The qualified parking does not change other than the inflation indexed increase.

d. Cancellation. Use this only if you are cancelling. The effective month must be entered when circumstances change.

3. CERTIFICATION. Please read carefully. Sign and date the form.

This form can be found at the National Payroll Center (NPC), your servicing Human Resources Office, or on the GSA Forms web page.

NOTE: You may fax the form to (816) 926-2417.